



City of Tempe
P. O. Box 5002
Tempe, AZ 85280
www.tempe.gov



Development Services

TEMPORARY CERTIFICATE OF OCCUPANCY CHECKLIST

- ENGINEERING / OFFSITE CLEARANCE (ALTERNATIVE AVAILABLE)
- PLANNING / CPTED CLEARANCE (ALTERNATIVE AVAILABLE)
- REQUIRED PARKING / ACCESS TO AND FROM (*FOR AREA TO BE OCCUPIED*)
- FIRE DEPARTMENT CLEARANCE
- ALL REVISIONS APPROVED & ALL FEES PAID
- ALL LIFE SAFETY SYSTEMS COMPLETE / TESTED/ APPROVED
- EXITING / HARDWARE (FOR AREA TO BE OCCUPIED)
- EMERGENCY LIGHTING / EXIT SIGNAGE (*FOR AREA TO BE OCCUPIED*)
- EXIT PATH TO PUBLIC WAY (FOR AREA TO BE OCCUPIED)
- ELEVATOR
- BACK FLOW TEST REPORTS
- SPECIAL INSPECTION REPORTS SIGNED
- ALL ELECTRICAL WORK COMPLETED / LABELED/ APPROVED (*FOR AREA TO BE OCCUPIED*)

This Building Safety “Temporary Certificate of Occupancy List” (TCO), is meant to provide the project with overall guidelines to obtain occupancy at the earliest possible date. It is a “**general**” list meant to identify any **major** issues that could derail a project from receiving a TCO. Therefore, it is a valuable tool for the project team in focusing their efforts and resources to allow the City of Tempe to issue a TCO.

The Building Inspector will work with you to establish the conditions for a TCO. Once the conditions are established, you will be directed by Building Safety staff to bring the TCO fee and a TCO request letter detailing the conditions, including completion dates, to Development Services for processing. Please note that a TCO is only valid for 30 days.